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T/IX/M-11  
10 May 1965

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Task Team IX - ADP Systems Library

Minutes of the Eleventh Meeting - 21 April 1965

Members or Their Representatives Present

DIA

Chairman

CIA

NSA

AIR FORCE - Lt. Col. Robert R. McAnaw

CSS - Mr. Robert M. Landau, Secretary

1. The minutes of the last meeting were approved with several changes being made.

2. A short explanation by the DIA and CIA representatives was provided the Team concerning the consultations on this subject by officials of the two agencies. A copy of the memorandum provided by the DIA representative to [redacted] of CIA, Office of Computer Services, was provided the Secretary for CSS records. The exchange of views between DIA and CIA assisted in the clarification of several issues still before Task Team IX.

3. The Team next considered the Chairman's memorandum to the Team members dated 13 April 1965 with seven enclosures. The enclosures basically included a detailed description of all the card formats for both the file description and program description as well as appropriate code sheets. The Team considered the items upon which agreement had not been reached as to either their meaning or desirability of being a USIB required item. The Team accepted the NSA glossary definition of a logical record: "A collection of data elements closely enough related to be customarily processed as a unit within a computer even though, in an external recording medium, the same stream of data may occupy any number of physical records or any portion of one physical record". The Team agreed to a rearrangement of the proposed instructions so that the USIB items would be listed continuously and before the items not so required. An agreement was made that all starred items would be required

GROUP I  
Excluded from automatic  
downgrading &  
declassification.

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by the USIB instructions, and that item 24 (storage medium) as well as 25 (storage mode) would be USIB required items. It was agreed that items 19, 20, and 21 would refer to logical records and that item 22, "tape block" is equivalent to "physical record" as defined by the NSA glossary. Consideration was given as to whether the number (item 19), size (item 20) and annual growth (item 21) of the logical records should be USIB required items. The CIA member felt that this should not be a required item. The CSS member maintained that these items have critical importance for several reasons and should be required items. Some of the other members felt these should be required; one felt them to be useful. This issue was left unresolved by the Team.

4. The Chairman had indicated two other items, file dependencies (item 10) and computer make and model (item 23) for the Team to consider as required items in the file description. The Team did not come to a unanimous decision to make these required and so the Chairman indicated that they would not be USIB required elements.

5. The Team next considered its obligations under the Terms of Reference and how the Chairman should report to CODIB. Consideration was given for the Chairman to make the several changes in the file description as agreed upon at this meeting and submit that portion of the proposal to CODIB at its next meeting. This raised the issue as to whether the Task Team should provide, in writing to CODIB, the results of the first part of the required task as outlined in paragraph III B 2 of the Team's Terms of Reference or wait until a decision has been made by the Team as to how and what kind of catalogs (with what classifications) should be published. It was agreed that the Chairman would withhold any written report to CODIB and merely make a verbal report to CODIB at its next meeting. Meanwhile, the Chairman will prepare the amended draft proposal on the file description and the appropriate attachments as well as a USIB oriented proposed instruction which will follow as closely as possible a proposed DIA instruction. Additionally, the NSA representative will reproduce some sample formats for the consideration of the Team at its next meeting tentatively set for 5 May 1965 at 0930 hours.

6. During the consideration of item 14, the Intelligence Activity Supported by the File, the subject of codes was raised with particular reference to the provision whereby organizations could propose new code designations. The question was raised as to who would review and approve such new codes in this or any other items which will require new codes from time to time. All Team members agreed that some centralized point would have to make these decisions. The question was whether it would be made by DIA (and if so, by whom in DIA), by CODIB Support Staff or by whom. This point was left unresolved. Further consideration will be given by the Chairman within DIA and by the CSS representative on this point. The subjects of codes prompted the Secretary to point out that a new group in the Department of Defense, Comptroller's Office which recently issued DoD directive 5001.11 is guiding DoD toward wider use of standardized codes in many fields, including intelligence. Continued attention should be paid by this Team to the efforts of such groups; and in this connection the Secretary provided, by mail, each Team member a copy of the "DoD Component and Interested Agencies Points of Contact for Matters Concerning the DoD Data Elements and Data Codes

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Standardization Program".

7. Some consideration was given by the Team to the determination of security classification under various categories and it was agreed that probably there would be three groups of categories: Unclassified through Secret, SSO, and SAO. However, this question and the method and form of publication were deferred to a later meeting.

*Robert M Landau*  
Robert M. Landau  
Secretary

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